

ONEplace Nonprofit Management Associate

Kalamazoo's nonprofit management support organization, ONEplace at Kalamazoo Public Library, is seeking a dynamic, innovative individual who is passionate about professional development. The ideal candidate demonstrates nonprofit knowledge and skills, experience in anti-racism organizing and equity analysis and a desire to be part of our community's success.

Position Summary: The ONEplace Associate is a trusted partner within the ONEplace team and in the Kalamazoo nonprofit community. This position is responsible for supporting the day-to-day operations of ONEplace and its constituents under the direct supervision of the ONEplace@kpl Director.

Duties and Responsibilities

1. Organizes, plans and leads, alongside the ONEplace director, the preparation of ONEplace events and workshops, presents selective programs, and maintains systems for tracking program evaluations.
2. Assists constituents by offering explanation and overview of ONEplace services, assistance with best-practice based capacity-building resources and referral to external resources.
3. Represents ONEplace and KPL in nonprofit anti-racism organizing.
4. Assists in the design and implementation of agency data collection and analysis.
5. Assists in the development and design of programming.
6. Maintains the ONEplace Center, upkeep of print collection, and other displayed resources.
7. Maintains ONEplace webpages to include updates, online resources, event information, and calendar.
8. Manages job submissions and postings on the Nonprofit Employment Opportunities webpage.
9. Supports ONEplace marketing and promotions to include email promotions, social media, face-to-face meetings.
10. Maintains databases of ONEplace constituents and online database of consultants.
11. Participates in departmental meetings, library-wide committees and training opportunities.
12. Performs other related duties and special projects as assigned.

Professional Competencies

Job Specific Knowledge and Skill: Acquires and applies knowledge, skills and experience to accomplish results.

- Keeps current with and effectively applies new work methods, skills, best practices, and technologies to complete work.
- Identifies and utilizes resources effectively and responsibly.
- Demonstrates knowledge of nonprofit management books, periodicals, audiovisual materials, websites and other relevant nonprofit resources.
- Demonstrates broad knowledge of organizations, institutions and community networks in the greater Kalamazoo area.

Physical demands and work environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to traverse within the office and public areas of the library. In the work environments described below, the position requires verbal and written communication with others, sitting, standing, walking, reaching, lifting/moving objects up to 25 pounds. The position occasionally requires standing, walking, sitting and speaking for extended periods of time.
- *Work environment:* Work will be performed in an office environment and library spaces. The noise level in the work environment is usually low to moderate.

Minimum Qualifications

1. Two years of experience in the nonprofit sector.
2. Bachelor's degree or equivalent work experience.
3. Experience in event and program planning.
4. Experience in anti-racism organizing and other equity trainings.
5. Familiarity with using social media, especially Facebook and Twitter.
6. Demonstrated proficiency in Microsoft Office products.

Desirable Qualifications

1. Knowledge of the nonprofit resources and collaborations.
2. Demonstrated website content management skill.
3. Public speaking and/or facilitation experience.
4. Familiarity with organizations, institutions and community networks in the greater Kalamazoo area.
5. Past participation in ONEplace Leadership Academy or Peer Learning Groups.

Salary

\$40,375 - \$56,375 yearly; health insurance with employee contribution; fully paid vision, dental, LTD, life insurance, retirement and health care savings plan; paid vacation, holidays, and sick leave.

Schedule

40 hours weekly; Monday – Friday between 8:00 am- 5:00 pm with some evening and weekend hours possible.

Application Procedure

Interested applicants must submit a complete employment application, resume, cover letter and a writing sample which describes a past anti-racism training or event and how it impacted their work. Visit the KPL website to apply at www.kpl.gov/jobs/.

Deadline for applications: Wednesday, February 24, 2021

Kalamazoo Public Library is an anti-racist institution. To learn more about our commitment to anti-racism, visit <https://www.kpl.gov/about/antiracism-transformation-team/>.